

INSTRUCTIONS: FINANCIAL DISCLOSURE STATEMENT FOR PUBLIC EMPLOYEES

Please fill in each line or section; indicate not applicable "N/A" or "None."

PAGE 1

Date of Statement: Use the date that the statement is notarized.

a. General Information:

Name of Public Employee: Enter the first name, middle initial and last name of the Public Employee.

State Office Address: Provide the complete address of your State office; be sure to include zip code.

E-Mail Address: Provide your State e-mail address.

Position: Indicate your official State title. (Also provide functional title if different than official title.)

Department or Agency and Office Telephone Number: Indicate department or agency and office telephone number.

Other governmental positions (Federal, State, County or Local) held by you, whether compensated or uncompensated: All other governmental positions held by you must be listed even if no compensation is received. This includes, but is not limited to, elected office, service on planning, zoning, environmental, or tax boards, or utilities' authorities.

b. If you, your spouse, or dependent children presently engage in any occupation, trade, business, profession or employment, list it here. This information must also be listed on page 3, f.1, if income of \$1,000 or more is earned.

Licenses: If the public employee holds a license issued by a State agency that entitles him/her to engage in a particular business, profession, trade, or occupation (e.g., attorney, physician, nurse, pharmacist, engineer, real estate, insurance, private detective, teacher), so indicate. Note whether the license is active or inactive. As is the case with any secondary employment activity, a State employee must receive the approval of the agency Ethics Liaison Officer prior to any outside use of a professional license. Completing this section satisfies the employee's obligation to report under *N.J.S.A. 52:13D-23(e)(2)*.

PAGE 2. Assets

Assets Required to be Disclosed. You are required to disclose an asset if it is valued at \$1,000 or greater. The following values classes should be used throughout the disclosure statement:

- A = greater than \$1,000 but not more than \$5,000
- B = greater than \$5,000 but not more than \$25,000
- C = greater than \$25,000 but not more than \$50,000
- D = greater than \$50,000 but not more than \$100,000
- E = greater than \$100,000 but not more than \$250,000
- F = greater than \$250,000

Date of Valuation. Value of asset should be as of the date of statement. If value cannot be determined as of the date of the statement, provide most recent value and valuation date.

Assets held by dependent children must be identified by a checkmark but need not be valued.

Cash on Hand in Bank: If total exceeds \$1,000, enter appropriate value class.

Notes Receivable: Secured and unsecured notes receivable should be listed. A secured note is one supported or backed by security or collateral, such as real or personal property. If you are the holder of such a note, enter the appropriate value class. The nature of the note(s), i.e., whether unsecured or secured by a contract, mortgage or other form of collateral,

should be disclosed under f.5 on page 3. **(Do not list mortgages owed by you in this section; these should be listed under liabilities on page 4.)**

Accounts Receivable: An account receivable is a debt owed to you that arises in the normal course of business dealings. List value class of any such accounts. Indicate the nature of the account(s) under page 3, f.5.

Government Bonds: List value class of all government bonds. Bonds should then be itemized (U.S., New Jersey State, New Jersey Local, Out-of-State and Foreign) on page 5, Schedule A, "Stocks and Bonds Held."

Stocks and Corporate Bonds: List combined value class of all stocks and corporate bonds held, including mutual funds. These must be itemized on page 5, Schedule A, "Stocks and Bonds Held."

Interest in Contracts with Government Instrumentalities: If you have an interest in any contract(s) with any governmental entity, list the value class of the contract(s). Contracts should then be itemized on page 6, Schedule B, "Interests in Closely Held Corporations or Similar Business Entities/Purchases, Sales, Contracts, or Agreements with Government Instrumentalities."

Real Estate Interests. Indicate the value of all property owned wholly or partially by the filer or his/her spouse. Include your primary residence, vacation homes, rental property, commercial property and land holdings. Itemize your holdings on page 7, Schedule C.

Accumulated Cash Value of Life Insurance. List the value class corresponding to the amount you would receive if you cashed in your life insurance policy.

Total Value of Pension Fund. Include total value of all pension funds including State of New Jersey and any other plans established by you, your spouse or former employers. (IRA, Keogh, annuities, etc.)

Vehicles. Total current value of all vehicles.

Other Assets. Itemize and list the value class of each asset.

d. Blind Trust Agreements. A Blind Trust is one in which the grantor has no management rights and has no knowledge of or control over the acquisition or disposition of trust assets. All **Blind Trusts** must receive the approval of the Commission and must possess the characteristics outlined in section II of Executive Order No. 10.

e. Interest in closely held corporations, partnerships, sole proprietorships, or similar business entities. Interest is defined as any ownership or control of any profits or assets of such business entity. Check "yes" and remember to itemize on Schedule B, page 6, if you have such an interest.

PAGE 3. Income.

Note that if you are **filing** your FDS **prior to July 1**, income information should be for the **preceding tax year**. If you are **filing** your FDS **after July 1**, income information should be for the **12-month period prior to filing**. Sources of income of dependent children must be identified but amounts need not be disclosed.

The following need not be disclosed.

- income from any source totaling less than \$1,000.
 - cash gifts of less than \$100 in the aggregate received from a person.
 - non-cash gifts with a fair market value of less than \$200 in the aggregate received from a person.
 - gifts of less than \$3,000 in the aggregate received from a relative.
(Relative, as defined in Executive Order No. 10, includes "a son, daughter, grandson, granddaughter, father, mother, grandfather, grandmother, great-grandfather, great-grandmother, brother, sister, nephew, niece, uncle, or aunt. Relatives by adoption, half-blood, marriage or remarriage, shall be treated as relatives of the whole kinship.)
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f.1. Employment. Include your State employment, as well as any other employment, full or part-time, for you, your spouse, or dependent children. Indicate commencement date and termination date, if applicable.

Income in the nature of "delayed" compensation, including deferred or future income from the practice of a profession, should be reported under f.1.

f.2. Compensated directorships and other fiduciary positions. List only **compensated** directorships and other fiduciary positions here. One is said to act in a fiduciary capacity when the business which he/she transacts or the money or property which he/she handles is not his/her own or for his/her own benefit but for the benefit of another person (executor of an estate, trustee, receiver in bankruptcy). Be sure to also list these positions under section g. at the bottom of page 3.

f.3. Contractual arrangements. All contractual arrangements producing or expected to produce income must be listed and a value class entered. Contractual arrangements include, but are not limited to, a buyout agreement, severance payments, a purchase contract, contract of sale, lease or rental agreement of any goods or services or license.

f.4. Capital Gains. Enter the value class of capital gains here and itemize on Schedule D, page 8. A capital gain is a profit realized on the sale or exchange of a capital asset (stocks, bonds, house, property, car, etc.)

f.5. Miscellaneous Sources of Income. Honoraria, lecture fees, gifts not excluded above, and other miscellaneous sources of income should be disclosed here, including but not limited to Social Security, pensions, bank interest, dividends, rental income (list total amount of rent received), accounts and notes receivable, and royalties over \$1,000. List each source on the line(s) provided and disclose the value class in the appropriate space.

The conditions under which a State employee is permitted to accept an honorarium are outlined in *N.J.A.C.* 19:61-6.4(e) and 19:61-6.5(c) of the Commission's Rules.

g. Compensated or uncompensated offices, trusteeships, directorships or positions of any nature held by you, your spouse, or dependent children, with any firm, corporation, association, partnership or business. List all applicable positions and indicate whether held by the State employee, spouse or dependent child. Also, indicate whether the business entity in question does business with a casino or the State or is regulated, licensed or inspected by a State agency.

PAGE 4. Liabilities

The following liabilities need not be disclosed.

- Less than \$10,000 owed to a relative.
 - Less than \$1,000 owed to any other person.
 - Loans with an outstanding balance of less than \$10,000 as of the close of the preceding calendar year secured by a personal motor vehicle, household furniture or appliances where the loan did not exceed the purchase price of the item.
 - Revolving charge accounts where the outstanding liability did not exceed \$10,000 in total as of the close of the preceding calendar year.
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List all other liabilities of yourself, your spouse and dependent children and identify the creditor. Provide value classes of liabilities of public employee and spouse only. Do not include value classes of liabilities of dependent children. Liabilities include, but are not limited to, notes and accounts payable, taxes, mortgages or liens, and loans on life insurance. It is not necessary to list the current year's real estate taxes as a liability. However, if such taxes are not current, the value class of the arrears should be listed.

Forgiven Liabilities. If any liability has been forgiven by any creditor within the last 12 months, check the appropriate space and provide the name of the creditor. **(Do not list liabilities that you have satisfied in full.)**

PAGE 5. Schedule A-Stocks and Bonds Held

List the type of security (stock or bond), issuer, whether security is held by public employee, spouse or dependent child and the value class. If ownership exists through a **mutual fund**, you need not list individual stocks, but must list the name of the

mutual fund or holding company. If ownership exists through a beneficial trust and you have no knowledge of the stocks or bonds owned, list the name of the trustee.

If you, your spouse or dependent child own **more than 10% of the total stock of any company**, the percentage of ownership must be disclosed.

PAGE 6. Schedule B-Interest in Closely Held Corporations or Similar Business Entities. (Interest is defined as any ownership or control of any profits or assets of such business entity.)

Indicate whether the interest is held by the public employee or his/her spouse. If there is more than one business interest, you may make additional copies of Schedule B or provide all requested information on separate sheets. Be sure to provide a description of the activities of the business as well as **the duties and responsibilities of your State position**.

Purchases, Sales, Contracts or Agreements with Government Instrumentalities. Business or commercial transactions involving the sale, conveyance, or rental of any goods or services to any of the listed government instrumentalities must be disclosed and documentation regarding these transactions must be provided. Activities such as compliance with regulatory procedures need not be disclosed. (Examples: hazardous waste, air quality, agricultural, health, and construction regulations.) Pursuant to Sections III.1 and III.2 of Executive Order No. 10, doing business with government entities, with the exception of the activities set forth below, is prohibited.

Exceptions: FDS filers are prohibited from doing business with a New Jersey State agency; filers can do business with a local government entity in New Jersey or with other jurisdictions under the following circumstances. Pursuant to Section III.1.c of Executive Order No. 10, contracts awarded after public notice and competitive bidding as provided by the Local Government Contracts Law, N.J.S.A. 40A:11-1 et seq. and similar provisions contained in public bidding laws applicable to other jurisdictions, are permitted, **with the prior approval of the Executive Commission on Ethical Standards**.

If you answer "yes" to any question on page 6, you must provide documentation regarding the contract(s) with the government instrumentality(ies).

PAGE 7. Schedule C-Real Estate Interests

1. **Indicate all real estate holdings, in whole or in part, of the State employee, spouse, and dependent children.** Be sure to list your primary residence, vacation residence, residential and commercial rental properties, and land under this section. The value class of real estate interests must also be disclosed on page 2.

2. **Shared real estate interests/individuals employed by the same State agency.** If any of the individuals sharing a real estate interest are employed by the same State agency, please disclose the names of those individuals and whether there is a supervisor/subordinate relationship between the individuals in question.

Under Commission precedent, employees who work for the same State agency in a supervisor/subordinate relationship are not permitted to have joint business interests. The Commission requires that these situations be remedied by the termination of the business relationship or the supervisor/subordinate relationship.

3. **Government tenants/government action pending.** List the name of any government instrumentality that is a tenant in any property listed under question 1.

Also, disclose whether any government instrumentality has before it an application, complaint or proceeding directly affecting any property listed under question 1.

PAGE 8. Schedule D-Capital Gains.

Capital gains identified on page 3, question 4 must be itemized here. Schedule D should include real property, stocks, or any other asset where a profit was realized.

PAGE 9. Attestation Page

This page must include the filer's **original** signature, an **original** notary signature and seal, if applicable, and the expiration date of the notary's commission. (If a New Jersey attorney notarizes the filer's signature, a seal is not required.) **Photocopies of "Attestation," page 9, are not acceptable.**

